

HISTORIC DISTRICT COMMISSION

Council Chambers, City Hall
70 Maple Street
Manistee, MI 49660

MEETING MINUTES

January 3, 2013

A Meeting of the Manistee City Historic District Commission was held on Thursday, January 5, 2013 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:04 p.m. by Chair Kracht.

ROLL CALL:

Members Present: Dave Carlson, Teena Kracht, John Perschbacher, Mary Russell

Members Absent: Maria DeRee (excused) T. Eftaxiadis (excused), Jeremy Loveless (excused)

Others: Jeff Gordon (411 River Street), Mark Fedder (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning)

APPROVAL OF AGENDA:

MOTION by Dave Carlson, seconded by John Perschbacher that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously.

APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by Mary Russell that the Minutes of the December 6, 2012 Meeting be approved as written

With a voice vote this motion passed unanimously.

NEW BUSINESS:

By Law Review

According to the By-Laws of the City of Manistee Historic District Commission shall annually review their By-Laws at the regularly scheduled meeting in January.

No changes were made

OLD BUSINESS

Close out permits

Members of the Historic District Commission reviewed photographs of the various buildings with outstanding permits. Many permits had expired. The Commission took action as follows:

334 River Street – James and Susan Matthews

PHDC09028 - Remove the east entrance and install a garage door;
Removal of the existing window and replace with an entrance door.

Permit Expired 1/7/11

Garage Door installed, Entrance Door has not been installed



PHDC10012 - Demolition of a portion of the building as submitted with application HDC-2010-12

Permit Expired 9/22/11

Demolition has taken place



PHDC10020 - Facade improvements to rear of building with the following details noted:

Windows will be 6 over 6 or 6 over 1;



Windows installed 6 over 1. Double windows installed on west side of building were not as shown on application.

The privacy wall will reuse the existing 5 feet of concrete and 3 feet of existing brick.

The step wall will reuse existing brick. In the event that a portion of the wall needs to be rebuilt then the applicant will need to come back to the commission for approval of finish materials;

Work on Wall is not complete; appears as if step wall has been removed.



The proposed egress door on the west side of the building and two doors on the riverwalk will be six panel steel security doors; ***Two six panel steel security doors door installed on Riverwalk, does not appear that a door was installed on the west side of the building Need to verify that doors were installed as submitted with application***

The corrugated galvanized siding is to be painted within one year of installation; ***Need to follow up with applicant***

The egress doors on the two decks will either be glass doors with grids as submitted with the application or a six panel steel security door; ***Need to verify door installed on the North side of building***

The Shed/pool will have French doors with grids as submitted with the application; ***Need to verify***

The shed/pool addition with skylights will be acceptable as submitted with a reduction in the roof pitch as recommended by the Commission. ***Skylights were not installed***

Permit Expired 9/22/11

PHDC12-015 - French Door & Balcony with 4' x 10' deck on NE Corner of the rear of the building

Verify installed as submitted with application.



PHDC12-016 - Replace Skylight

Does not appear to have been done

MOTION BY Dave Carlson, seconded by John Perschbacher that due to the complexity of the project the Commission will need to do a complete on-site inspection of the project to verify compliance with applications. Will try to schedule an inspection with the owner in the spring when the weather is better. All permits will be extended until December 31, 2013. Motion passed unanimously.

335 River Street - Michael Cnudde

PHDC12-007 - Remove plywood, furring strips and tile from upper façade and brick columns on either side of the storefront, repair, repoint, and paint all brick masonry following recommendations from the Design Specialist, State Historic Preservation Office; Reconstruct wood cornice with brackets; Install projecting sign (signage will be approved by Museum Director when applicant wishes to install a sign); Install wood panels and trim on any areas of the storefront exposed by removing the plywood and tile; Remove "bath tile" and paint brick to match upper brick; Any changes to the windows or door will require approval from the Historic District Commission

During renovation it was discovered that there was not brick behind the plywood and tile. Kelly Larson, Design Specialist from the State Historic Preservation Office was in town when it was discovered and she revised plans which were presented to the Emergency Review Committee. On October 12, 2012 the Emergency Review

Subcommittee approved the following revised Façade Improvements for 335 River Street as follows:

- Install wood panels and trim (simple design, not overly elaborate or detailed) on any areas of the storefront exposed by removing the plywood and tile.
- Height of recessed entrance to extend up to original ceiling height (just below cornice) repair wood ceiling as needed.
- All other recommendations for the façade outlined in the design services package (dated May 15, 2012) are to remain.

As shown on Revised Façade Improvements plan dated 10/4/12.

Applicant did not recess the entrance, wood panels and trim were not installed as shown on the application; adhesive from the “Bath Tile” was not removed before the building was painted.

Commission asked that Jon Rose follow up with the applicant on the status of the project.



347 River Street - Paula Rozmarek

PHDC08032 - For Ledge Reconstruction on the front exterior of the building at 347-349 River Street as submitted with application. **On 6-2-11 HDC approved Extension – Permit Expired 6-2-12**

PHDC09014 – Remove red planks from exterior, exposing historic store front; Remove cement tiles and expose deck of historic window displays; Reconstruct the window frames and store front matching the historic details found behind the current facade. The Museum Director will oversee the project and if needed refer any issues back to the Commission; Following Historic Preservation Brief #2 - *Repointing Mortar Joints in Historic Masonry Buildings* tuck point the bricks on the building front, using lime mortar. If any bricks need to be replaced, original bricks from building will be used; Any paint removed shall be removed following Historic Preservation Brief #1 *Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings*; The Historic District Commission will allow the wood oak trim to be stained and varnished BUT STRONGLY ENCOURAGE use of pigmented finish (paint). Paint Color and Stain Colors to be approved by the Museum Director.

On 6-2-11 HDC approved one year Extension – Permit Expired 7-10-12

PHDC11009 - Request to remove existing store entrance, maintaining historical elements that exist, reconstruct the door frame to match the historical details found within the building. Door will swing out in accordance with current building code (request the option to deploy a single 8’ wood door oak - or - install double doors similar to that found within the historical photograph, wood trim to be stained and varnished) as submitted with application HDC-2011-09. **Permit expired 6-6-12**

Jeff Gordon spoke to the Commission about the project and how they intend to finish the work

MOTION by John Perschbacher, seconded by Mary Russell to extend all three permits until December 31, 2013. Motion passed unanimously.

381 River Street - Vogue Theatre

PHDC10022 - Façade Stabilization East Wall - **Permit Expired 12-6-11**

This was an emergency repair to the building that was completed.

MOTION by Mary Russell, seconded by Dave Carlson to issue a Certificate of Compliance for Permit PHDC10022. Motion passed unanimously.

PHDC11013

- **East Façade** – approved the proposed changes to the East Façade of the Vogue Theatre, 383 River Street as submitted with application HDC-2011-13 with the conditions that the Round Medallions be re-used or replicated; that the Stucco - Exterior Insulation Finish System be applied retaining shadow line – review of these elements will be handled by Museum Curator Steve Harold. If Mr. Harold has any concerns he is to contact SHPO.
- **Roof** – approved the replacement of the roof as submitted with application HDC-2011-13.
- **South Façade** – approved the proposed modifications to the South Façade of the Vogue Theatre, 383 River Street as submitted with application HDC-2011-13.
- **West Façade** - approved the proposed modifications to the West Façade of the Vogue Theatre, 383 River Street as submitted with application HDC-2011-13 with the condition that Museum Curator Steve Harold will be able to approve a change in the number of windows if necessary.

PHDC11017 - Façade modifications as submitted with Application HDC-2011-17 with the condition that the current entrance doors be stored for potential re-use.

PHDC120003 - Signage for the Vogue Theatre as submitted with application HDC-2012-03

MOTION by Dave Carlson, seconded by Mary Russell that due to the complexity of the project the Commission will need to do a complete on-site inspection of the project to verify compliance with applications. Will try to schedule an inspection with the owner in the spring when the weather is better. All permits will be extended until December 31, 2013. Motion passed unanimously.

387 River Street - Ed Kriskywicz

PHDC07020 - Replace trim as described by the applicant and repainting the building the existing color as submitted with application HDC-2007-20. Permit was issued in 2007; two extensions were granted by the Commission- **permit expired 3-3-12**

Requests of this nature can be handled under Routine Repair and Maintenance by the Museum Director. Permit will be closed out and if the applicant wants to do the project the Museum Director can authorize the work.

MOTION by John Perschbacher, seconded by Mary Russell to close out the permit. Motion passed unanimously.

395 River Street - Jim Pawlowski

PHDC12002 - Remove Reusch sign; remove sign panel to reveal six original transom windows; remove panel under main window to reveal existing tile; remove entryway carpet to reveal existing tile floor as submitted with application HDC-2012-02.

MOTION by John Perschbacher, seconded by Mary Russell that with the exception of the removal of the entryway carpet the application is complete. Will wait to issue Certificate of Appropriateness until after the carpet is removed. Motion passed unanimously.



401 River Street - ISO Grand Rapids

PHDC10011 - Air Conditioner screening as submitted with application HDC-2010-11 and allow an increase in size of the screening to accommodate trash receptacles not to exceed past the third tier of the retaining wall. **Permit Expired 6-10-11**

Screening has not been installed

MOTION by Dave Carlson, seconded by Mary Russell to Close out the permit. Motion passed unanimously.



411 River Street - Jeffrey Gordon

PHDC09015 –
East Elevation - On 6-2-11 HDC Approved Certificate of Compliance for East Elevation Work ONLY

South Elevation: Remove existing deck and deck roof; Rebuild deck to be similar in size, eliminating deck roof with final approval of design by the Museum Director and that the deck be finished with pigmented finish within one year of completion. **On 6-2-11 HDC approved one year Extension – Permit Expired 7-9-12**

MOTION By John Perschbacher, seconded by Mary Russell that since the original Application July 9, 2009 did not include a drawing/sketch of how the proposed deck was to look. The Commission will close out the permit. Applicant will need to reapply and include the elevation/drawing for the deck as required by the Building Inspector for permit approval. Motion passed unanimously.



PHDC10016 - Replace the upper level windows on the rear of the building with Anderson double-hung windows.
On 6-2-11 HDC approved one year Extension – Permit Expired 8-5-12

MOTION by Mary Russell, seconded by Dave Carlson that the Upper Story Windows have been replaced; Commission authorized the issuance of a Certificate of Compliance for Permit PHDC10016. Motion passed unanimously. (see photo page 6)

PHDC10015 - Remove bay windows on east side of building and replace with commercial grade windows supplied by Glass Specialties.
On 6-2-11 HDC approved one year Extension – Permit Expired 8-5-12

Bay windows removed, openings have been prepared, windows have not been installed



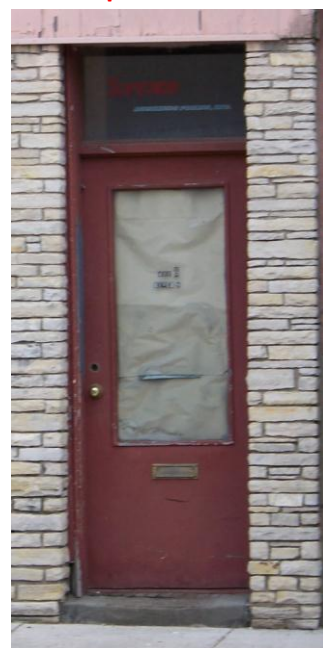
PHDC10018 - Installation of a new Wood Door on the East Side of the Building as submitted with application or a door with vertical panels as approved by Steve Harold can be used. HDC Approved amendment on 5-5-11 by adding: A 10" Limestone window heading jam for each opening; A 5" limestone window sill at the base of each opening; That either a 4" or 5" limestone, wood or brick vertical on each side of the opening. Final approval for the proportions of the vertical will be approved by the Museum Director. **On 6-2-11 HDC Approved one year Extension – Permit Expired 8-5-12**

Opening has been modified; door and window have not been installed



PHDC11003 - Replace the front door on the west side of the building that leads to the upstairs. In the event that Mr. Gordon's supplier can find a door with a glass panel final approval can be granted by the Museum Director or Curator for approval. **Permit Expired 5-5-12**

Door has not been installed



PHDC11005 - Request to replace the windows in the upper front of the building; with the option to use a full arch upper sash if available.

MOTION by Mary Russell, seconded by Dave Carlson that the windows have been replaced in accordance with the application; Commission authorized the issuance of a Certificate of Compliance for Permit PHDC11005. Motion passed unanimously.



PHDC11006 - Remove existing non-historical ledge and reconstruct a new ledge to match the documented historical ledge. **Permit expired 6/6/12**

Work has not begun.

PHDC11007 - Request to remove existing non-historical features and reconstruct the window frames and storefront matching the historical details found behind the current façade and expose the main entry columns hidden behind the current front. **Permit expired 6/6/12**



Work has not begun.

PHDC11008 - Remove existing store entrance, maintaining historical elements that exist, reconstruct the door frame to match documented historical doors with the option to use either a double or single door. **Permit expired 6/6/12**

Work has not begun.

PHDC12001 - Replace the existing metal main entrance door with a historically accurate wooden double door.

Work has not begun – permit will expire 3/7/13.

Mr. Gordon spoke to the Commission on his plans for the project and that they will continue working on the various elements. With the exception of reconstructing the store entrance most should be completed by the end of next year.

The Commission said that they would grant an extension for the store entrance if needed.

MOTION by Dave Carlson, seconded by Mary Russell to extend all outstanding permits until December 31, 2013. Motion passed unanimously.

449 River Street - United Way

PHDC11012 - Storefront Window/Door Replacement with Barrier Free Entry Modifications; West Elevation Window Modifications. **Permit expired 7/7/12**



Storefront Window/Door Replacement with Barrier Free Entry Modifications have been completed.

West Elevation Window Modifications has not been completed.

MOTION by John Perschbacher, seconded by Dave Carlson that a Certificate of Compliance will be issued for the Storefront Window/Door Replacement with Barrier Free Entry Modifications. If the applicant wants to proceed with the West Elevation Window Modifications they will need to submit a new application. Motion passed unanimously.

95 Maple Street -Library

PHDC11011 - Reconstruct retaining wall as submitted with application HDC-2011-11

Motion by Mary Russell, seconded by John Perschbacher that the Retaining wall has been reconstructed as submitted with application; Commission authorized the issuance of a Certificate of Compliance for Permit PHDC11011. Motion passed Unanimously.



101 Maple St – Ramsdell Theatre

PHDC11001

Installation of a bulletin box, non-illuminated next to the First Street entrance. **Permit expired 3/7/12**

Not installed

MOITON by John Perschbacher, seconded by Mary Russell that the permit be closed. Motion passed unanimously.



50 Filer Street – Gerstner (Briny Inn)

PHDC12006 - Window Replacement two windows on East Corner facing Filer Street (MRA Offices)

MOTION by Dave Carlson, seconded by John Perschbacher that the windows have been replaced as submitted with application; Commission authorized the issuance of a Certificate of Compliance for Permit PHDC12006. Motion passed Unanimously.



431 River Street - Shari Wild

PHDC11018 – Historic District Commission authorized the Museum Staff to approve the request from Sheri Wild, 431 River Street for a Sun Setter Awning to be installed over the exterior basement stairway on the Oak Street side of the building to be used to prevent water from flooding the basement during rain events and retracted during good weather with the condition that the awning be maintained in good working order or removed.

This motion is being made because the awning will be located on a secondary street (Oak Street) not the front façade of the building (River Street). **Permit expired 12/13/12**

MOTION by John Perschbacher, seconded by Mary Russell to close out permit. Motion passed unanimously.

PHDC09007 – screening of an Air Conditioner as submitted with Application HDC-2009-07 with the condition that the enclosure be constructed with painted wood lattice using a diagonal pattern with final approval by the Museum Director. **Permit expired 5/8/09**

MOTION by Dave Carlson seconded by Mary Russell to close out permit. Motion passed unanimously.

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

Jeff Gordon spoke to the Commission about getting information out to the property owners, MSDDA Grant funding available, buildings in need of repair, brick/window issues on various buildings.

CORRESPONDENCE

None

STAFF REPORTS

Travis Alden, DDA/Main Street Director – was unable to attend the meeting, but sent an email to update the commission as follows: *There's really not much to report, except that I haven't seen anything from Joe Mathewson. I spoke with Mark Fedder right before Christmas and he hadn't received any applications either.*

Also, the MSDDA decided to basically keep the façade grant program unchanged (still 50/50 match, still max of \$5,000 per building, signage still eligible, etc.) but did approve the "housekeeping" updates such as requiring HDC approval prior to application etc.

Mark Fedder, Museum Director - Issued permits for:

- Briny Inn, 50 Filer Street - for rehabilitation of two existing free standing signs Directory Signs including cleaning and painting as submitted with application on file **Issued Permit PHD12-022**
- Lighthouse Group – Manistee Abstract, 63 Maple Street – for wall sign and awning **Issued Permit PHD13-001**

Closed out permits for:

- Gardner Building 431 River Street - Sign
- Briny Inn, 50 Filer Street - Directory Signs

MEMBERS DISCUSSION

Commissioner Perschbacher wanted to thank Commissioner Eftaxiadis for the information on the building in Grand Rapids that he forwarded.

The Next meeting of the Historic District Commission will be on Thursday, February 7, 2013 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

ADJOURNMENT:

MOTION by John Perschbacher, seconded by Mary Russell that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 4:20 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

Denise J. Blakeslee, Recording Secretary